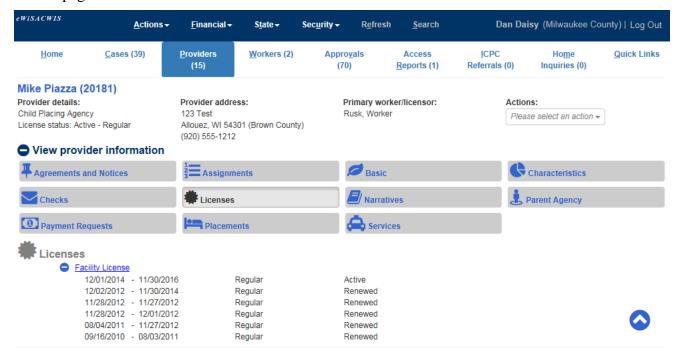
Noncompliance Statement and Correction Plan

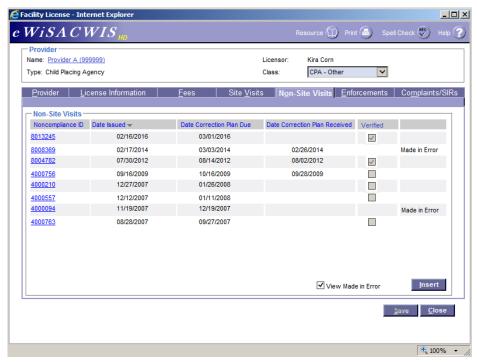
Note: The Noncompliance Statement and Correction Plan page should be used when a Noncompliance Statement and Correction Plan was issued outside of a site visit. A noncompliance issued because of a site visit is documented on the Site Visit page. See the associated Site Visit User Guide.

Note: You need an assignment to the provider to document a noncompliance statement and correction plan.

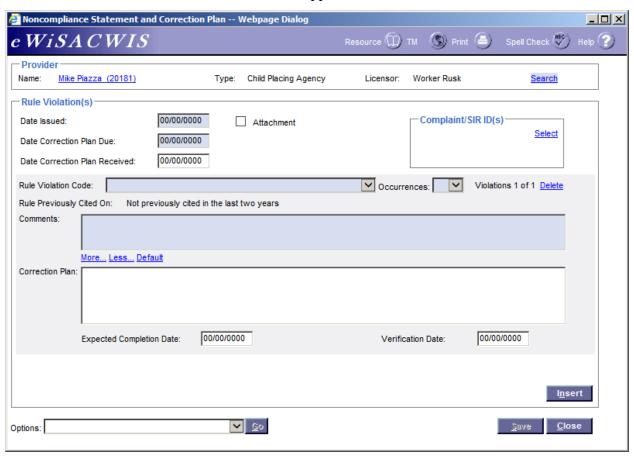
1. From your desktop, click on the Providers tab. Click on the View provider information icon for the appropriate provider. Click on the Licenses button. Then click the <u>Facility License</u> hyperlink to open the Facility License page.



2. Click on the Non-Site Visits tab. Click the Insert button to open the Noncompliance Statement and Correction Plan page.



- 3. The Licensor will show the primary licensing worker. If someone other than the primary licensor is issuing the noncompliance, click the <u>Search</u> hyperlink to search for the appropriate worker.
- 4. In the Date Issued field, enter the date the Noncompliance Statement and Correction Plan was issued. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the Attachment checkbox. Enter the Date Correction Plan Due. If applicable, enter the Date Correction Plan Received.

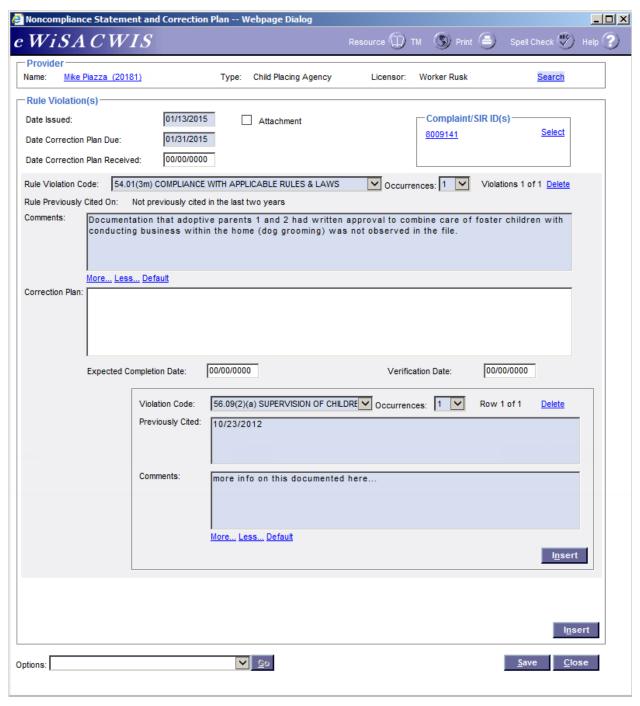


- 5. If the Noncompliance Statement and Correction page is associated with a complaint or SIR, click the <u>Select</u> hyperlink in the Complaint/SIR ID(s) group box. This will open the Complaint/SIR ID(s) page.
- 6. On the Complaint/SIR ID(s) page, select the check box next to the associated complaint/SIR(s) and click Continue.

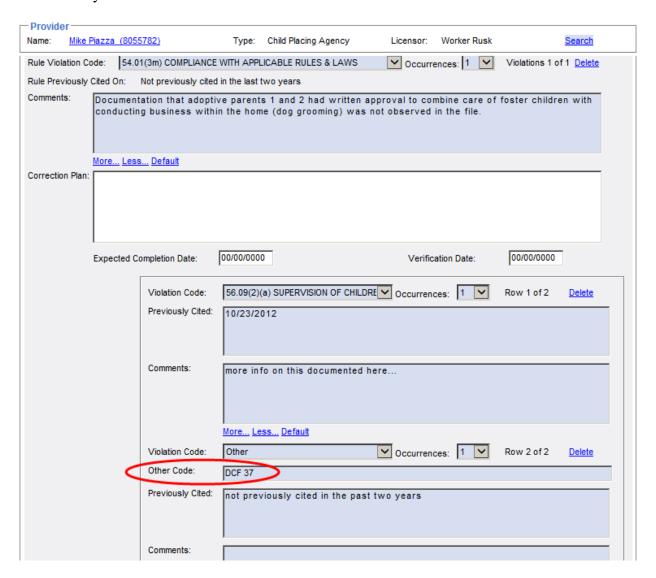


7. Select the appropriate Rule Violation Code. Document the number of occurrences for this noncompliance as it relates to that rule violation code. The Rule Previously Cited on will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. Clicking on the date hyperlink will open the associated Site Visit page or Noncompliance Statement and Correction Plan (those not associated with a site visit) page. Document any comments. Document the Correction Plan.

If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box will appear. Document the Violation Code, the Occurrences, and the Comments. The Previously Cited will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. The Previously Cited field can be updated. Click the Insert button to add additional Violation Codes for this rule violation.



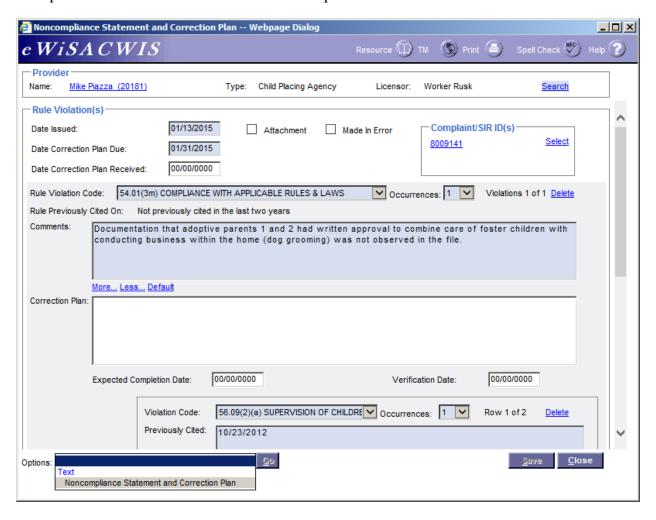
If "Other" is selected as the Violation Code for the 54.01(3m) violation, an "Other Code" field will appear. This will allow you to document a code that is not a DCF 56 code.



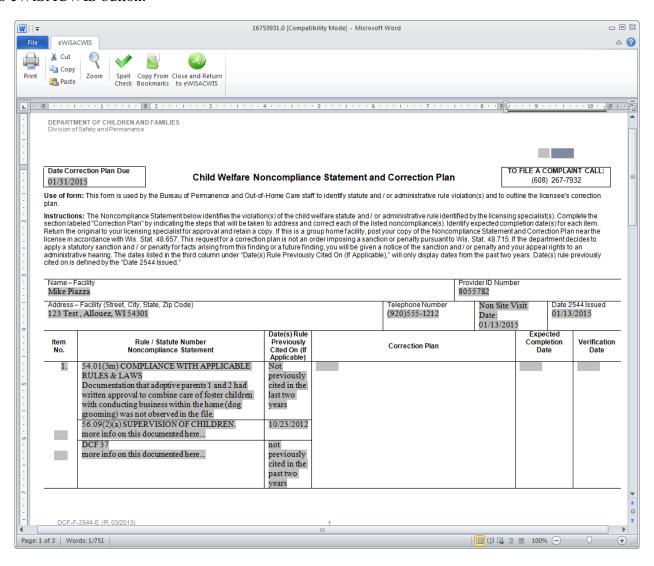
8. If additional rule violations need to be documented, click the Insert button. Once all rule violations have been documented, click Save.

Note: Once a Noncompliance Statement and Correction Plan has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make a Noncompliance Statement and Correction Plan in error.

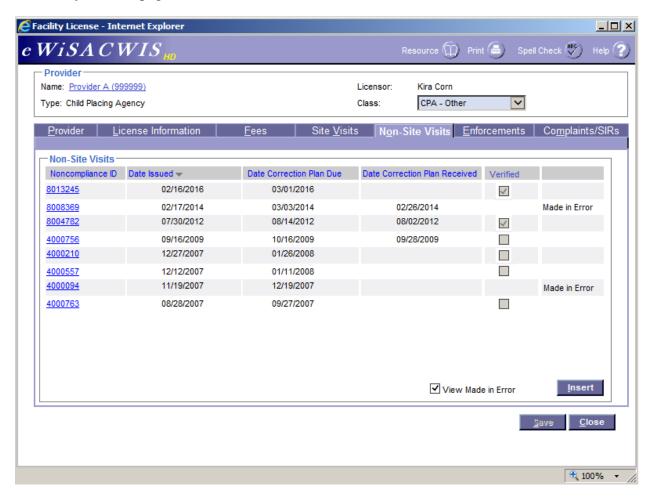
9. Under Options, select Noncompliance Statement and Correction Plan and click Go. This will open the Noncompliance Statement and Correction Plan template.



10. Select the Print button to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.



11. Back on the Noncompliance Statement and Correction Plan page, click Save and Close. This will return you to the Facility License page.



Note: For Noncompliance Statement and Correction Plans associated to site visits, click on the Facility

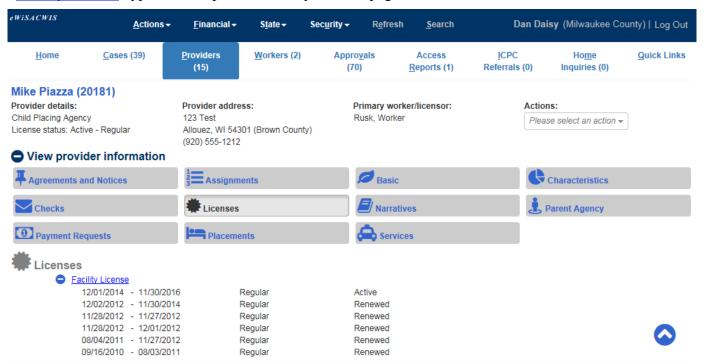
License page (Site Visits tab) to view the Noncompliance Statement and Correction Plans.

Note: When the View Made in Error checkbox is selected, it will display the made in error rows as well.

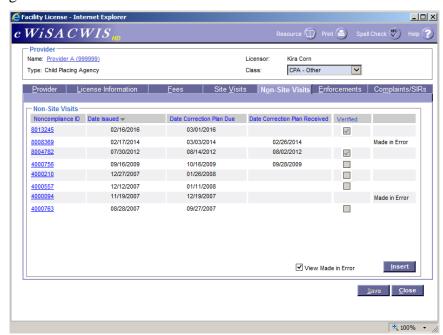
Making a Noncompliance Statement and Correction Plan in Error

Once a Noncompliance Statement and Correction Plan has been saved, a Made in Error checkbox appears on the Noncompliance Statement and Correction Plan page.

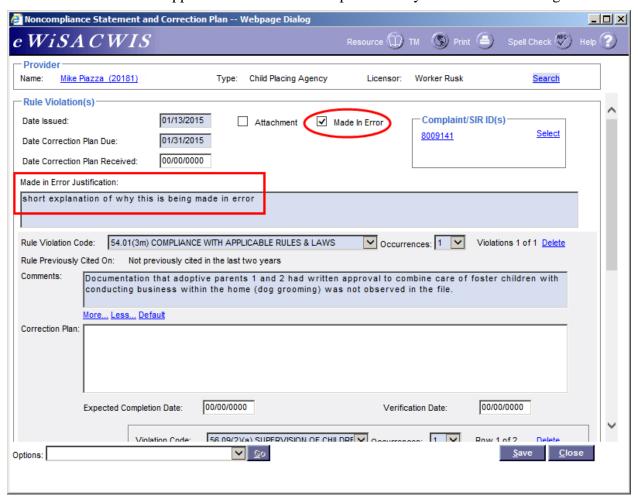
 To make the Noncompliance Statement and Correction Plan in error, access the appropriate Noncompliance Statement and Correction Plan. From your desktop, click on the Providers tab. Click on the View provider information icon for the appropriate provider. Click on the Licenses button. Then click the Facility License hyperlink to open the Facility License page.



2. Click on the Non-Site Visits tab. Click the Noncompliance ID hyperlink for the Noncompliance Statement and Correction Plan you would like to make in error. This will open the Noncompliance Statement and Correction Plan page.

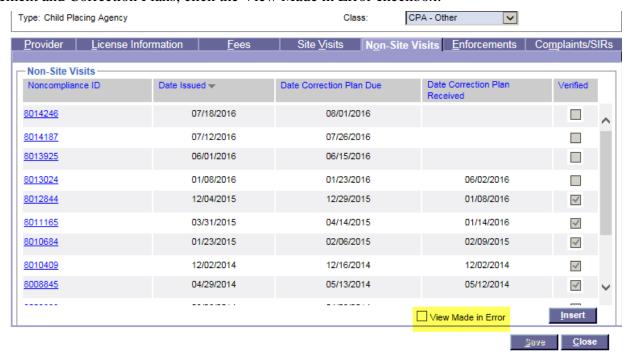


3. On the Noncompliance Statement and Correction Plan page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this site visit is being made in error.



4. Click Save. This will freeze the record and no additional updates can be made. Click Close to return to the Facility License page.

5. If a made in error Noncompliance Statement and Correction Plan exists for this provider, a "View Made in Error" checkbox will appear on the Non-Site Visits tab. To view the made in error Noncompliance Statement and Correction Plans, click the View Made in Error checkbox.



6. After you have selected the View Made in Error checkbox, all made in error Noncompliance Statement and Correction Plans for this provider (not associated with Site Visits) will appear.

